



MINUTES
Regular Meeting of the
Parks and Recreation Board
108 W. Broadway St., Prosper, Texas
Town of Prosper Municipal Chambers
Thursday, October 13, 2016, 6:00 p.m.

1. Call to Order / Roll Call.

The meeting was called to order at 6:01pm by Barbara Cottone.

Board members present: Chair, Barbara Cottone; Vice Chair, Mandy Goddard; Amy Bartley; Jeffrey Hodges; Rebekah Land, Rick McGrath and Chuck Smith.

Staff present included: Paul Naughton, Landscape Architect; Matt Furr, Parks Superintendent, Julie Shivers, Recreation Coordinator; and Patty Kendzie, Senior Administrative Assistant, Parks and Recreation.

2. Consider and act upon approval of the minutes from the September 9, 2016, Parks and Recreation Board meeting.

Motion to approve by Goddard, second by Land. Approved 7-0.

3. Consider and act upon the appointments of the Parks and Recreation Board Chair, Vice Chair and Secretary.

Hodges nominated Cottone for Board Chair. Second by Goddard. Approved 7-0.

Land nominated Goddard for Vice Chair. Second by Hodges. Approved 7-0.

Cottone nominated Hodges for Secretary. Second by McGrath. Approved 7-0.

4. Comments by the Public.

Kris Wilson, Development Manager at Windsong Ranch, with Terra Verde, said he was available to answer any questions the Board may have about the upcoming Agenda item #5.

5. Consider and act upon the Windsong Elementary School kindergarten class project within Windsong neighborhood park.

Wilson is requesting to place concrete panels at Windsong Park, the neighborhood park south of Windsong Elementary. The concrete panels are a project by the kindergartners and teachers of the inaugural class at Windsong Elementary School. Panels will be flush to the ground and include teachers' names and students' handprints. Goddard asked if this is a one-time project. Wilson said they approached this as a one-time project to give the first class in the school ownership in the park.

Cottone suggested these be the only concrete pads placed in the park. Goddard described the handprints at Rucker as a positive feature. Hodges asked what is planned for the space, if not the concrete. Smith asked about safety. Wilson showed the slide -- the requested location is well beyond the play area. Soil and grasses are also there.

Motion to approve by Hodges. Second by Smith. Approved 7-0.

Wilson invited the Board members to visit the mountain bike trail and disc golf course at Windsong Ranch, expected to open in October 2016. Cottone suggested a group tour of all parks be conducted with the Parks and Recreation Board.

6. Information items for new Parks and Recreation Board members.

Leigh Johnson, Prosper's IT Director, described the Town email system. The system is now standardized and, from a security standpoint, he strongly suggests that all email correspondence be kept under prospertx.gov. Currently, there are Parks and Recreation Board members who have requested Town email be forwarded to their personal accounts. Johnson's concern is that once an email leaves prospertx.gov and goes out to a personal account, replies that come back are not in the system -- they are not backed up and archived, as is all Town email. Additionally, those using personal email may be subject to discovery under the Freedom of Information Act, although there is no great concern for the Parks and Recreation Board. Johnson offered to set up prospertx.gov on any device; it will simply appear as another account. Kendzie will forward details to the Parks and Recreation Board for those looking to get set up or to migrate.

Naughton presented the Standard Procedures for new Board members and conducted staff introductions. Naughton described Parkland Dedication, including subdivision ordinances, requirements and factors considered. Naughton mentioned Park Facility Agreements are brought to the Parks and Recreation Board for approval. Four members are needed for a quorum.

McGrath asked if a portion of the mountain bike trail was in the flood plain. Naughton said both the disc course and the mountain bike trail are in the flood plain, frequently under water. Bartley asked about parking if these amenities are made public. Naughton said talks are underway but currently they are accessible to Windsong residents only. The hike and bike trails are public, however.

Naughton spoke about the neighborhood park planned for Lakewood Preserve. This playground will be a National Demonstration Site, due to an award from the Texas Recreation and Parks Society. It will be designated a "nature ground" where data will be gathered on how children interact with nature and play. Construction drawings have begun. The park is expected to open in Spring 2017.

Bartley asked about Star Trail. Naughton said a Park Facility Agreement is currently being developed for Star Trail. There will be three neighborhood parks and one 25-acre community park along Fishtrap, ironed out with their preliminary plat just over a year ago.

7. Informational items

a. Recreation Update

Shivers introduced herself, welcomed the new Board members, and described the Town's recreation programs. She teaches archery class Thursday afternoons. There is a contracted tennis instructor and classes are very popular. The Town does not own tennis courts. There is a partnership with PISD to use the courts at Reynolds Middle School, as long as the school doesn't need them. Another program is Bowmen Rookies; Bowmen Sports brings in several sports camps. Bricks for Kids and Engineering for Kids are also offered as summer camps at Lighthouse Christian Fellowship Church. During the school year, Lighthouse runs a pre-school, so there's not space during the day for Town programming. For adults, Body Back, Stroller Strides and DDP Yoga are offered at Frontier Park.

Shivers described Santa Mail, the new recreation program, offered at no charge, designed as an expansion of the traditional Letters to Santa program (conducted during the Prosper Christmas Festival). Children, with parental guidance, are encouraged to download the Letter to Santa template from the Parks and Rec portal and "mail" the letter in Santa's mailbox at Prosper Commons Good Life. Program runs November 1, 2016, through December 2, 2016. Participants can expect a written letter back from Santa.

Shivers said she looks to add Soccer Sparks to the Spring 2017 recreation line-up at the Frontier Park pavilion. The program has had great success in McKinney. New things are always in the works, as we want to keep things rolling and moving.

She also described the recreation programs offered on a yearly basis: Mayor's Luncheon in the fall and Mayor's Coffee in the spring for the Active Adult group, and the Punt Pass and Kick (PPK) Sectional in the fall. The Church of Jesus Christ of Latter-day Saints will open their doors next Wednesday for the Mayor's Luncheon and PPK will be held that evening at Eagles Stadium. Shivers encouraged Board members to come out for PPK. About 30 children will be involved, ages 7-12. In response to Smith's question, Shivers said the Sectional is affiliated with the National PPK. Land asked what help is needed. Shivers said taking photos and possibly general help. Parks Operations crew does the measuring. Kendzie will send out an email with details.

Cedarbrook Media Group will be hosting their annual PumpkinFest on October 22, 2016. This is a partnership. The Town provides the location and the staffing and Cedarbrook provides all other details.

Shivers said her big event, the annual Prosper Christmas Festival, is coming up on December 3, from 3:00 pm to 6:00 pm. Rotary/Lions parade begins at 2:30 pm. She thanked Land for handling the community stage line up, which is complete. Currently, fireworks bids are being taken and potential vendors are being solicited.

Shivers also detailed the IT'S TIME TEXAS Community Challenge (ITTCC). In January 2016, Mayor Smith challenged Recreation to win this statewide competition, which we did! Shivers said she will be educating the Board about how they can help. The 2017 ITTCC will run from January 9 through March 31.

Objectives for the 2017 competition include engaging targeted families; increasing participation by school personnel and students; making visits to each school; and combining the schools' 21-day Snack Challenge with the ITTCC. PISD schools have a stake in the competition. A financial award will be granted to the school with the highest participation. Land suggested a presentation during Folsom Friday Live. Shivers said if we get approval, we will be there. To date, PISD Administration has approved Recreation to make one announcement regarding the ITTCC. A Mayor's Challenge Video will be filmed. Kendzie and Celso Martinez, the Town's contract marketer, are working on the script.

On January 28, 2017, from 9:00 am to 2:00 pm, a Health Fair will be hosted jointly with the PISD School Health Advisory Council (SHAC), in the Prosper High School cafeteria. An ITTCC booth will be set up to inform, register participants, and provide an opportunity for Healthy Selfies.

Additional Recreation activities planned for 2017 include: Fishing Derby on February 25; Bike Rodeo in March; and Prosper Community Picnic in the fall, which is a Town Council event. Shivers invited the Board members to come out to all events. Per Cottone's request, Kendzie will send a follow up email with dates and details for all planned activities.

b. Park Development Update

Naughton described Frontier Park North, Phase 2. Collin County, through their Open Space Assistance Program, awarded Prosper \$375,000 toward a park. Texas Parks and Wildlife awarded \$500,000 for Frontier Park North, totaling \$875,000 in grants, to date. Grant applications were submitted for both. Per the grants, specific items are to be funded: the hike and bike trail, the playground inside the complex and the pedestrian bridge. Construction drawings are at 100%. There will be three baseball/softball fields and two multi-purpose fields, all artificial turf. The artificial turf portion has been separated out. We are looking for qualified bidders for a turnkey installation. A committee is evaluating proposals and the selected vendor will go to Town Council for approval on November 8, 2016. Naughton invited the Board members to be present at that meeting. The project has a Construction Manager-at-Risk who will take the plans, bid them out, then give a guaranteed maximum price that will go to Town Council either in a special session on November 29, 2016, or December 13, 2016. Once that happens, ground breaking can begin, hopefully, by the end of 2016.

Another project in the works is the Preston Lakes Playground, which is currently out to bid, with construction planned to begin November 2017. Windsong Ranch should be completed October 2016.

c. Park Operations

Furr introduced himself and described Parks Operations. Six years ago, his budget was \$360,000; now, it's over \$2,000,000. Town Council is very supportive of the Parks division.

Currently, Prosper Trail is being worked on, taking out grasses on the east side of Coleman. Football, soccer, baseball and softball are still in season. Hard day close is November 1, 2016. Then, rye grass will be kicked in, preparing for the Spring 2017 season, which begins in February. There's not much down time for Prosper fields.

Furr said beaver issues remain; they are everywhere, now on the southwest corner of Frontier Park. This tough problem is treated by placing cages around trees. All fountains are up and running, the beavers chew through them. Cottone said the parks look great. All agreed.

Furr described Frontier Park on Saturdays. Cottone expressed concern for safety due to traffic volume and crowds. Cars are parked all over the grass. Kids dart about. Furr said he is aware of the issues. Gravel has been added, twice, to the west side parking lot. The whole park was planned anticipating using parking from the school. When that comes in, there won't be a problem. Currently, on Saturdays, all lots are full. Furr is working to get the leagues to stagger game times to alleviate the crowds. He will take the issue to the next PYSC Board meeting. Furr said the Fire Marshall can't enforce no parking on the grass, because it's not considered a fire lane.

Furr responded to a question from the September 9, 2016, Parks and Recreation Board meeting regarding skateboarding at Frontier. The Ordinance states skateboarding on painted surfaces is prohibited. The pavilion and Splash Pad are painted surfaces. A sign will be posted at Frontier Park that skateboarding is prohibited.

McGrath asked if a Skate Park is planned for Prosper. Cottone answered it is low on the list of priorities in the Parks Master Plan. Naughton said large projects most likely will be addressed when the Parks Director is hired. The top priority listed is a Rec Center. McGrath said they built a Skate Park in Midland and there are pros and cons.

8. Adjourn

Motion to adjourn by Land, second by McGrath. Approved 7-0. Meeting was adjourned at 7:15 pm.



Jeffrey Hodges, Secretary